



National
Aeronautics and
Space
Administration

Important Notice

IMPORTANT

YOU ARE RESPONSIBLE FOR THE
SAFEKEEPING OF THIS FOLDER AND ITS
CONTENTS WHILE IT IS CHARGED OUT TO
YOU.

NO PAPERS WILL BE REMOVED FROM IT
NOR WILL THE CONTENTS BE DISCLOSED
TO UNAUTHORIZED PERSONS.

THIS FOLDER MUST BE KEPT IN A LOCKED
PLACE DURING NON WORK HOURS.

THIS FOLDER MUST BE RETURNED
WITHIN 30 DAYS.

EMPLOYEE NAME: _____ SSN: _____

CHECKED OUT TO:

Name and Organization (*Print*)

Name (*Signature*) and Date